**02/20**

**Notes of Skellingthorpe Parish Council Human Resources meeting informal notes held on Tuesday 13th October 2020 at 11am in the Village Office, Lincoln Road, Skellingthorpe.**

**Present: Cllrs. Shaw (Chair), Bunnage, Fear, Walshaw.**

**Clerks: L.Skinner, M. Rouston**

1. **Apologies for Absence. To receive and accept apologies where reasons for absence has been given** **to the clerk prior to the meeting. There were none**.
2. **To receive a verbal introduction report from the Committee Chair**. Chair welcomed all to the meeting.
3. **To receive declarations of interest in accordance with the requirements of the Localism Act 2011 and to consider any written applications for dispensation in relation to disclosable pecuniary interest.** There were none.
4. **To approve notes from the HR Meeting of 3rd August 2020 to be approved as the minutes of that meeting by those who were present.** As these were only notes at the informal meeting, only Cllrs. Shaw and Bunnage were present it was unofficial and not formally approved.
5. **Resolution to consider excluding the public & press for the following items due to the confidential nature of the business. There were no public or press present.**
6. **A) Report on website and any personal or group information technology requirement**. It was decided to break away from the LCC’s new website and go independently with our own new website to our specification. We shall inform LCC of this soon.

**B) Discussion on extra hours for staff**. Clerk spoke the need for extra hours should they be needed as and when the Parish Council take on the running of the Community Centre. At this moment, it is not known how long it would take to do the administration work needed to run the Community Centre but should not be any more than 20 hours. Having spoken to the current administrators of the centre, was told that is approximately the amount of time they spend per month. Hopefully, the Clerks will be able to incorporate this with the hours they do now, but this is just a precautionary measure should it be necessary. All Councillors present agreed, and the Chair will take to Full Council for approval. Cllr. Fear asked about the procedure about cleaning the premises and the issuing of keys. Cllr. Walshaw said that stage would be discussed once the legal formalities, and the administration had been set in place. Staffing and advertising would be the last stage to sort out.

1. **Any other Business.** Chair clarified that all co-opted councillors have as much legal right to Councillors that were elected unopposed. We have two new residents who have applied to be Co-opted on to the Councill and an informal interview with be held with them to ensure that they know what is expected of them as a Parish Councillor.

Clerk advised that the Internal Audit appointment had been cancelled for November due to circumstances, a discussion followed regarding Internal Auditors and it was proposed to take to Full Council that the Parish Council change their Internal Auditor on a regular basis this was seconded and All in Favour**. Clerks to look into the Matter and bring forward to Full Council**

Discussions ended at 11.35am.

Next Meeting 12th January 2021.

Signature ( Chair)…………………………………………………………………..Dated…………………………….